

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: FINAL WARNING - Unauthorized Auto Repairs

Dear [Employee Name],

This letter serves as a formal final warning regarding your performance and conduct. It has come to our attention that on [Date], you performed repairs on a vehicle without following the company's mandatory authorization protocols.

Specifically, the following violations occurred: [List specific details, such as lack of a signed work order, performing extra work without customer consent, or bypassing management approval].

This behavior is a direct violation of company policy and follows previous discussions/warnings dated [List dates of previous warnings, if any]. Unauthorized repairs create significant liability for the company, void warranties, and damage customer trust.

Effective immediately, you are required to adhere to the following expectations:

- No work is to be performed on any vehicle without a signed and approved Work Order.
- Any additional repairs found during inspection must be approved by the Service Manager and the customer before work begins.
- All company documentation and shop management software must be updated in real-time.

Please be advised that this is your final warning. Failure to comply with these requirements or any further instances of unauthorized work will result in further disciplinary action, up to and including the immediate termination of your employment.

Please sign below to acknowledge that you have received this letter and understand the consequences of future violations.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

[Employee Signature]

[Date]